

TITLE: ACCEPTABLE USE OF COMPUTERS AND INTERNET/INTRANET TECHNOLOGY

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1.0 OBJECTIVE

To govern the use of the Board's technology and Internet service by staff, students, school councils, parents, school volunteers and community members.

2.0 DEFINITIONS

- 2.1 User means all staff, students, volunteers, parents, school councils, school volunteers and community members. i.e., any person using OCDSB technology equipment.
- 2.2 Internet means an electronic communications system connecting computers all over the world through which individual subscribers can interact and share information.
- 2.3 Intranet means a network of computer servers holding and sharing information that is accessible only from within an organization.

3.0 POLICY

- 3.1 The Ottawa-Carleton District School Board supports, through Internet and Intranet access, the enhancement of communications and appropriate use of materials and resources consistent with educational goals.
- 3.2 The Board encourages acceptable use of technology, the Internet and Intranet by staff, students, volunteers, parents, school councils, school volunteers and community members. Such use shall be consistent with the Board's code of conduct and mission statement.
- 3.3 All use of the Board's technology, Internet and Intranet involving OCDSB equipment by staff, students, volunteers, parents, school councils, school volunteers and community members shall support education for classroom activities and/or professional or career development. Uses, which might be acceptable on a user's private personal equipment or an account on another system, may not be acceptable on this dedicated network.
- 3.4 The Board supports efficient, ethical and legal utilization of technology and Internet resources. The Board has the right to monitor the individual uses of its technology. The smooth operation of the network is dependent upon user adherence to the guidelines and limitations outlined in accompanying Board procedure PR.622.IT: Acceptable Use of Computers and Internet/Intranet Technology.

4.0 SPECIFIC DIRECTIVES

- 4.1 Staff shall promote and encourage thoughtful use of the OCDSB computer system and access to the Internet/Intranet throughout the curriculum, and shall provide guidance, support and instruction to students in their use.
- 4.2 All users of the Board's technology and Internet/Intranet shall acknowledge their rights and responsibilities by becoming familiar with this policy and with accompanying Board procedure PR.622.IT: Acceptable Use of Computers and Internet/Intranet Technology.
- 4.3 All users who are not employees of the Board who apply for access to this technology and service shall sign an agreement to abide by this policy and accompanying Board procedure.
- 4.4 With access to the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. Staff shall supervise, guide and monitor student access to the Internet. To this end, it is recommended that students and staff use the Teacher and Student Resource web pages, which direct staff and students to appropriate information available on the Internet and OCDSB Intranet.
- 4.5 The principal/manager shall be responsible for content, copyright and protection of privacy on all web pages created for the school/department.
- 4.6 Inappropriate technology or Internet use may result in disciplinary actions outlined in accompanying Board procedure PR.622.IT: Acceptable Use of Computers and Internet/Intranet Technology.
- 4.7 The Director of Education is authorized to issue such procedures as may be necessary to support this policy.

5.0 REFERENCE DOCUMENTS

The Education Act, as amended, Section 170

Board Policy P.032.SCO: Safe Schools: Conduct of Persons in Schools

Board Policy P.049.IT: Electronic Communications Systems

Board Policy P.074.IT: Computer Network Security

Board Procedure PR.538.IT: Electronic Communications Systems

Board Procedures PR.564.IT: Computer Network Security

Board Procedure PR.622.IT: Acceptable Use of Computers and Internet/Intranet Technology